

**MINUTES**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, May 18, 2009**  
**City Hall**  
**100 N. Jefferson Street, Room 604**  
**Green Bay, WI 54301**  
**3:00 p.m.**

**MEMBERS PRESENT:** Darlene Hallet- Chair, Tom Diedrick, Paul Kendle.

**MEMBERS EXCUSED:** Michael Welch- Vice Chair, Rich Aicher.

**OTHERS PRESENT:** Nikki Aderholdt, Anne May Steffel, Rob Strong, Greg Geiser, Chip Law, Noe Halverson.

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the April 20, 2009, meeting of the Brown County Housing Authority.

A motion was made by P. Kendle, seconded by T. Diedrick, to approve the minutes as presented. Motion carried.

**ELECTION OF OFFICERS:**

R. Strong stated that an individual is appointed for two consecutive terms, and that is the policy the Housing Authority has been following.

A motion was made by P. Kendle, seconded by T. Diedrick, to nominate D. Hallet to her second term as Brown County Housing Authority Chair Person. Motion was carried.

A motion was made by T. Diedrick, seconded by P. Kendle, to nominate M. Welch to his second term as Brown County Housing Authority Vice- Chair Person. Motion carried.

**COMMUNICATIONS:**

2. Letter from U.S. Department of Housing and Urban Development dated May 05, 2009, notifying the BCHA that it's final SEMAP score is 100% for fiscal year ending 12/31/2008.

R. Strong stated that ICS has been expecting that this year's SEMAP score would be high performance, and the BCHA has received notification that it is indeed a high performer once again. Congratulations were expressed to the attending members of ICS.

The letter was received and placed on file.

3. Letter from U.S. Department of Housing and Urban Development dated May 08, 2009, notifying the BCHA that it's Annual Plan for the PHA fiscal year beginning January 01, 2009, is approved.

R. Strong stated that this year's Annual Plan was submitted about a month or so ago, and this letter is just indicating that HUD has received it. The Plan has been approved for 2009.

The letter was received and placed on file.

#### REPORTS:

4. Report on Housing Choice Voucher Rental Assistance Program.

##### A. Preliminary Applications

G. Geiser stated last month's applications were up due to a demand for the program and knowledge on how to fully complete the application. The number of applications is still up, with 176 applications for the month of April.

##### B. Housing Assistance Payments

G. Geiser stated HAP is down again as it was last month. Housing system payments don't always go out in the month they are intended for. The other difference is not yet determinable as far as the decrease in April's housing assistance payments. G. Geiser stated that he will continue to look into this to try and determine what the cause may be.

##### C. Housing Assistance Unit Count

G. Geiser stated the unit count has seen a decrease in the month of April. Last month, after the backfilling, there were 2,887 units. For the month of May, it can be expected that the unit count will be in the same range.

##### D. Housing Quality Standard Inspection Compliance

C. Law indicated that the fail percentage indicated on the report for the month of April was incorrect. The report states 25.70, but it should be 25.98.

C. Law stated that the inspectors try to compare the data from the previous 11 months. They shoot for 11 months, primarily in case of "no-shows". Therefore, the best month to compare this month's data to would be May of 2008, which is 11 months ago. In May of 2008, the pass percentage was 42 percent, 28 percent on the re-evaluation, and a 30 percent fail rating. C. Law stated that ICS has seen progress since last May, with a 48 percent pass rate, a 25 percent re-evaluation, and a 25 percent fail rating.

E. Housing Choice Voucher Administrative Costs and HUD 52681B

C. Law stated that ICS is \$8,665 under-budget to date. As much as it is hoped that it will stay under-budget, the likelihood of that happening is not likely.

F. SEMAP Monitoring Report

Reference item number 2 on the agenda under communications.

G. Report of the Housing Choice Voucher Family Self-Sufficiency Program

C. Law stated that there are 103 FSS clients. There were two graduates in the month of April.

H. Report on the Housing Choice Voucher Home Ownership Option

C. Law stated that there were 97 homeowners in the month of April. There were three new contracts opened in April.

5. Report on Langan Investigations Criminal Background Screening and Fraud Investigations.

G. Geiser stated that there were 15 investigations opened in April, of which five were closed as substantiated and 10 remain open. Of the investigations for the month of March that were carried over, four investigations were closed as substantiated, 1 was closed as unable to substantiate, and five remain open. Of the February investigations that were carried over, two were closed as substantiated, three were closed as unable to substantiate, and one remains open. Three January investigations carried over, of which one was closed as substantiated and two remain open pending drug investigations. G. Geiser stated that there is still one investigation that carried over from November of 2008, which is still open pending a drug investigation.

G. Geiser stated that there were eight new add-to-household applications processed in April, of which three were approved, two were denied, and three are approved pending other records checks. One of the add-to-household background checks resulted in an investigation for unreported household members, and was substantiated as such.

G. Geiser shared a specific investigative story that was provided by Langan Investigations with the Board members. G. Geiser stated that landlord activities have been a common discussion between ICS and Langan Investigations, and solutions to the problem are currently being researched.

N. Aderholdt handed out a spreadsheet that illustrated the history of fraud investigations, new applications, and add-to-household applications conducted by Langan Investigations.

6. Review of 2009 Renewal Funding for Housing Choice Voucher Program.

A. May Steffel stated the calculations for Housing Choice Voucher have been announced in two different stages. The calculations predict that the BCHA will be allocated \$12.8 million for the program. Proration factors predict that HUD will provide approximately \$12.7 million, and \$1 million will need to be provided for out of BCHA reserves.

G. Geiser questioned whether there is a HUD recommendation as far as how much money should be maintained in the reserve account. A. May Steffel indicated that the amount varies every year, and it greatly depends on what the total amount allocated is versus what the BCHA has.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

7. Adoption of Administrative Plan Amendment Chapter 16, Page 16, extending the Hearing Officer's Response time to 20 days.

G. Geiser stated that the proposed change is intended to match ICS' policy with practice. Currently, most hearing results are delivered within the current 10-day standard and would continue to be under the new policy. The aim is to have the policy allow time for the hearing officer to request or seek new information to decide the case, as the Administrative Plan allows.

A motion was made by P. Kendle, seconded by T. Diedrick, to approve the amendment to Chapter 16, page 16, extending the Hearing Officer's response time to 20 days. Motion carried.

8. Adoption of Administrative Plan Amendment creating Chapter 17, Project Based Policy/Procedures (replacing scattered references in the existing plan).

G. Geiser stated that this administrative plan amendment sets up a separate chapter to deal with project-based units. In previous versions of the administrative plan, this language was scattered throughout. The adoption of this separate chapter does not substantially change the procedure of how ICS deals with the project-based units.

G. Geiser stated that the other major change in this chapter allows for greater flexibility in rent amounts for project-based owners through a higher ceiling for gross rent.

A motion was made by T. Diedrick, seconded by P. Kendle, to approve the amendment to Chapter 17, project-based policy and procedure, replacing scattered site references in the existing plan. Motion carried.

9. Review and approval of proposed Utility Allowance for Housing Choice Voucher Program, effective July 01, 2009.

G. Geiser stated that the 2009 calculations have been sought strictly from HUD, which utilizes coefficients that go in front of variables and reflect each bedroom size and unit type very nicely.

A motion was made by P. Kendle, seconded by T. Diedrick, to approve the proposed utility allowances, effective July 01, 2009. Motion carried.

10. Closed session pursuant to Wis. Stats. Sec. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

A roll call recognized a unanimous vote to close the meeting while considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility. The meeting was temporarily closed.

A motion was made by P. Kendle, seconded by T. Diedrick, to re-open the meeting to discuss the remaining agenda. Motion carried.

#### **BILLS:**

A motion was made by T. Diedrick, seconded by P. Kendle, to approve the bills. Motion carried.

#### **FINANCIAL REPORT:**

R. Strong stated that the BCHA has a lot of money that needs to be put to work. R. Strong indicated that he received a phone call from an individual in Brown County Planning that is looking to help the Village of Denmark rehabilitate property. The individual was invited to propose this project to the Authority.

#### **STAFF REPORT:**

R. Strong stated that N. Aderholdt will be continuing her internship with the Brown County Housing Authority through the summer months. Her hours will be increased to 30 hours per week for the next few months, funded under the BCHA. R. Strong indicated that the funding for the remaining 10 hours will be sought from the GBHA.

R. Strong indicated that Supervisor Nicholson has requested a HUD letter recognizing that Housing Choice Vouchers cannot be returned upon lack of use. The Housing Authority has explained this to the Brown County Administrative Committee once before, and will be attending the meeting again next week in an attempt to clarify this situation.

A motion was made by T. Diedrick, seconded by P. Kendle, to adjourn. Motion carried. The meeting adjourned at 4:15 p.m.

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